



news and information
for employees of the
City of Saint Paul

September 17, 2004

In this issue

SPRW to Begin Move to
New Campus

The Power of You

2nd Annual Trail Ride
Event

Spnet - The New Intranet

Mayor

Randy Kelly

Councilmembers

*Kathy Lantry,
President*

Jay Benanar

Patrick Harris

Dan Bostrom

Lee Helgen

Debbie Montgomery

Dave Thune

City Update

210 City Hall
Saint Paul, MN 55102
editor 651-266-6765
fax 651-266-8919
city.update@ci.stpaul.mn.us
www.ci.stpaul.mn.us/cityupdate

City Update is published bi-weekly
by the Office of Technology. Submis-
sion deadline is noon, Friday, one
week before payday.

www.ci.stpaul.mn.us

City Update

www.ci.stpaul.mn.us/cityupdate

Saint Paul Regional Water to Begin Move to New Campus



Saint Paul Regional Water Services will begin moving employees from its downtown offices in the Commerce Building to the McCarrons Center the first and second weekends in October.

The McCarrons Center is located on the campus where the McCarrons Water Treatment Plant is, and where the utility has operated for more than a hundred years. Three new buildings are being constructed on the site, including an office building, a shops building that will house a meter shop and warehouse, and a garage for vehicle maintenance. The utility is consolidating its offices into one central location to promote easier communication between employees, facilitate smoother workflow, and reduce redundancies—generally improving the efficiency of all operations.

Staff in the Customer Service Section, Finance, and IS, along with the administration will move on Friday, Oct. 1. Some sections from engineering, including plumbing inspectors, the maps and records unit, agreements unit, and clerical staff will move starting Friday, Oct. 8.

Offices will reopen at noon the Monday following the move, Oct. 4 and Oct. 11, respectively. Phone numbers for employees at the downtown offices will remain the same.

Employees at the Hamline Yards offices on Hamline Avenue will move in November.

The new location is between Roselawn and Larpenteur avenues east of Rice Street, at 1900 Rice St., St. Paul, MN 55113-6810. If you have questions, please call Customer Service at 651-266-6350.

Please print this for your co-workers. The City is continuing to save money by not producing printed copies of the City Update, but still needs to communicate to all employees. Please help by printing this newsletter (preferably back-to-back) for workers in your area who do not have computer access. Thank you.

The Power of You — Your Professional Power

Human Resources offers a new development opportunity for administrative, technical and professional employees. "Your Professional Power" covers all three of the following workshop topics: Your Professional Image, Winning Respect and Credibility and Juggling Multiple Projects.

This 1/2 day session is an excellent forum for employees to devote time toward professional growth and to connect with employees from different departments across the City of Saint Paul.

The date is Tuesday, October 5, 2004. We have an a.m. session (8:30-noon) and a p.m. session (1-4:30).

Flyers may be downloaded from the City Intranet, theorb.ci.stpaul.mn.us

Email your registration by September 27, 2004 to carol.broermann@ci.stpaul.mn.us or call her at 651-266-6521. Please include job title and your preference for morning or afternoon session.

2nd Annual Mississippi Saint Paul Trail Ride Event

The Lilydale Trail Ride is a charitable fundraising event for the Saint Paul Mounted Patrol on Saturday, September 25th, 2004 from 10 a.m. - 4 p.m.. Mayor Kelly invites you to be a part of the second annual event to participate, ride, and meet other horse-riding enthusiasts!

The event is open to the public. Enjoy Saint Paul on a 20 minute guided horse back ride! Riders must be 10 years of age or older to ride, and pony rides will be given for kids under 10.

Rides will be given on a first-come first-serve basis for \$5 for each public ride, and \$1 for each pony ride. All proceeds will be donated to the Saint Paul Mounted Police unit.

Come enjoy an afternoon along the Mississippi and support an excellent cause!

For more information, visit www.ci.stpaul.mn.us/leisure/or contact Marketing and Promotions at 651-266-8695.

Spnet - The New Intranet

Spnet will be launched on Tuesday, September 21st. The Office of Technology has spent the summer working on a project that reorganized and redesigned the City Intranet, also known as Theorb. The goal of the project is to improve navigation and site presentation to make it easier to find and access information.

There is a subcommittee of the City wide Web Functional Team that will be an oversight committee for future enhancements to Spnet. The new Intranet site address is spnet.ci.stpaul.mn.us however the old address, theorb.ci.stpaul.mn.us will still work but redirect the user to the new site.



Please send all feedback and suggestions to webmaster@ci.stpaul.mn.us.

CCCU in Your Home

Our place, or yours? We're always happy to see you, yet you can do most of your transactions without leaving home. Visit us at www.cccu.com 24 hours a day, seven days a week and take advantage of our online services.

PC FIRST - Transfer money, make a loan payment, look-up check clearings and more for free!

Bill Pay - Why spend the time to write out a check and mail in payments each month? Do it in one easy step with Bill Pay, another option in PC FIRST. Sign up in PC FIRST under "Bill Payment."

24-hour loan application - Got a midnight craving for a new car? Apply for your loan anytime. Click on "Applications" and then "Online Loan Application."

E-Statements - Could you

wallpaper your kitchen with Credit Union statements? By signing up for e-statements instead, you'll have six months of information at your fingertips. Sign up in PC FIRST under e-statements.

Feel free to call us at 651-225-2700 with any questions on these or any of our services.

City & County Credit Union is federally insured by the National Credit Union Administration.

City job openings as of September 17th, 2004

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
09/21/04	Payroll Clerk (prom)	\$1,286.42 bi-weekly	09/23/04
09/22/04	Fire Training Officer (prom)	\$2,349.76 bi-weekly	See Job Ann
09/22/04	Human Rights Specialist	\$1,610.50 bi-weekly	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: (651) 266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after September 14, please call our 24-hour job line, (651) 266-6502.

Please Note: Starting September 30, 2004, the Office of Human Resources will no longer have access to the wall slot on the SE corner of Fourth St. & Wabash for dropping off employment applications. Reminder, applications can still be submitted online, by mail, by fax or in person.